



Job Description

Volunteer Bookkeeper

An exciting opportunity has arisen at Haven Day Centre, for a volunteer with bookkeeping experience!

You would be helping our finance trustee (treasurer) and Centre Manager with various bookkeeping tasks as directed by either as well as supporting our staff.

This role would suit someone who is retired or someone who would like to support a small local charity on a voluntary PT basis, equivalent to two days per month.

Skills

You will have experience;

- In working with Money Manager (Training can be given if you have experience of Sage/Quickbooks or other software)
- With bank reconciliation
- Providing receipts and acknowledgements of monies or grants
- Raising Invoices
- Of bookkeeping for a charity would be helpful (treatment of income and expenditure in a charity is different from the commercial world.)
- Maintain the petty cash system and process petty cash/expense claims.
- Regularly carry out reconciliations.
- Arrange payments to creditors as appropriate and arrange authorisations or signatures on payments. (Payments are made online Currently by the Treasurer and Manager)

Benefits

- A friendly office teams
- You will be able to attend any in-house training we offer to all volunteers and any free or low-cost training specifically related to bookkeeping.
- The knowledge that you are making a significant impact on the viability and effectiveness of the Charity

Practical Considerations

The role is for half-day each week, hours and days to be negotiated.
A sympathy with the ethos of the charity is required.